




3.0 Getting Started

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3.1 Registration and Logging On for Regular USERS



Registration and Login

1. **Open** Netscape web browser (Netscape 4.76). Before you proceed, have you visited the *Who Am I* section? in the Quick Reference Section. Understanding this information is essential for the registration process and using WASS.
2. **Enter** the URL address: www.hud.gov/offices/reac/online/reasyst.cfm to access the login page to WASS.
3. **Select**  to begin the registration process.
4. **Select** *Multifamily Housing Entity, Public Housing Agency, or Independent User* for the next step in the registration process.
5. **Select User** for the Application Type and complete the remainder of the information. All information is required.
6. **E-mail** – Ensure you provide a valid E-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password** – This will be the password you use to Login to WASS Secure Connection. The password should be a “strong password” containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother’s Maiden Name** – The mother’s maiden name (or some other “secret” word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online “Reset Password” request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification** – Your User ID for Login is established the evening of the day you register as a Regular USER. Notify your Coordinator that you have registered. Your Coordinator will retrieve your User ID and assign you privileges (roles and actions) on the systems you will access. There is no written notification of your successful registration.
10. **Obtain** your User ID from your Coordinator
11. **Login** to WASS using your User ID and the password you created during registration. On the WASS Main Menu select the link to the system you need to use.

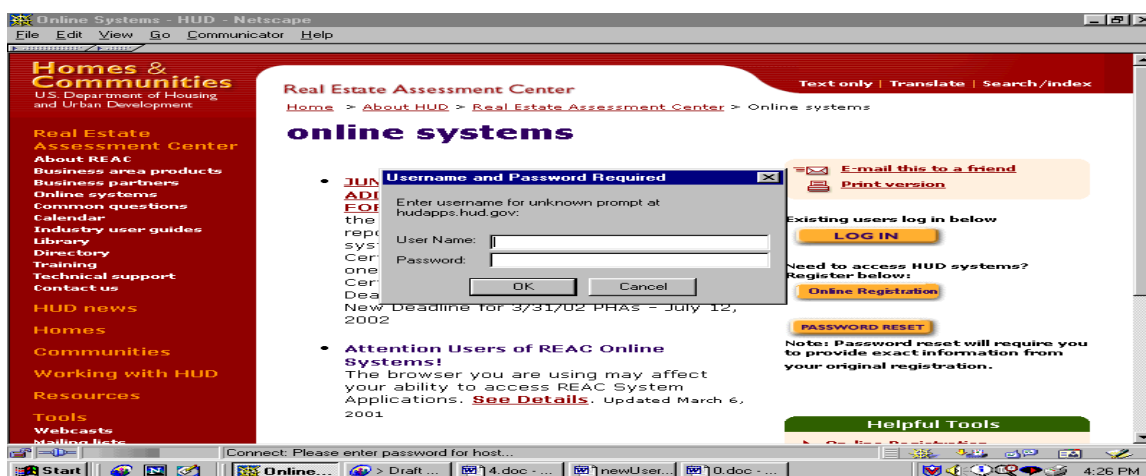


Figure 3-1 User Login Screen with Challenge Box

At time of registration, Regular USERS will have access to a set number of systems and roles and actions reserved for external HUD users. Your Coordinator will assign access privileges to systems after your successful registration. The systems available to your Coordinator to assign to you are based on the information from your registration form. The systems that are available to external Regular Users at registration are shown in Table 3-1.

Table 3-1 Assignable Systems for Regular USERS

<i>Property Assignment of Systems (TN Nos.)</i>		<i>Contract Assignment of Systems (TIN Nos.)</i>		<i>Property Assignment of Systems (PHAID)</i>	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	<i>Contract Assignment of Systems (PHAID)</i>		PASS	QASS
SASS	TASS			SASS	TASS
LOCCS	REMS	LOCCS	REMS	LOCCS	REMS
TRACS		TRACS	FASPHA	TRACS	FASPHA
		MASS	NASS	MASS	NASS
		RASS		RASS	

Your Coordinator will assign you roles and actions to enable you to do your work. The full list of roles and actions are in Appendix B. The first stop for information about the access to WASS or the individual is the appropriate help desks. Individuals at the help desk will answer your questions or refer you to an applicable System Administrator about issues related to their specific system.

3.2 Main Menu

Upon successful Login, the first screen for external Regular USERS and internal Regular USERS is the Main Menu screen. The range of system administration functions available to all users is shown on the sidebar under system administration. External Regular USERS will only see Password Change under system administration.

The Main Menu provides users the systems and system administration functions available immediately after registration. The system administration functions and system access are part of the privileges available to users.

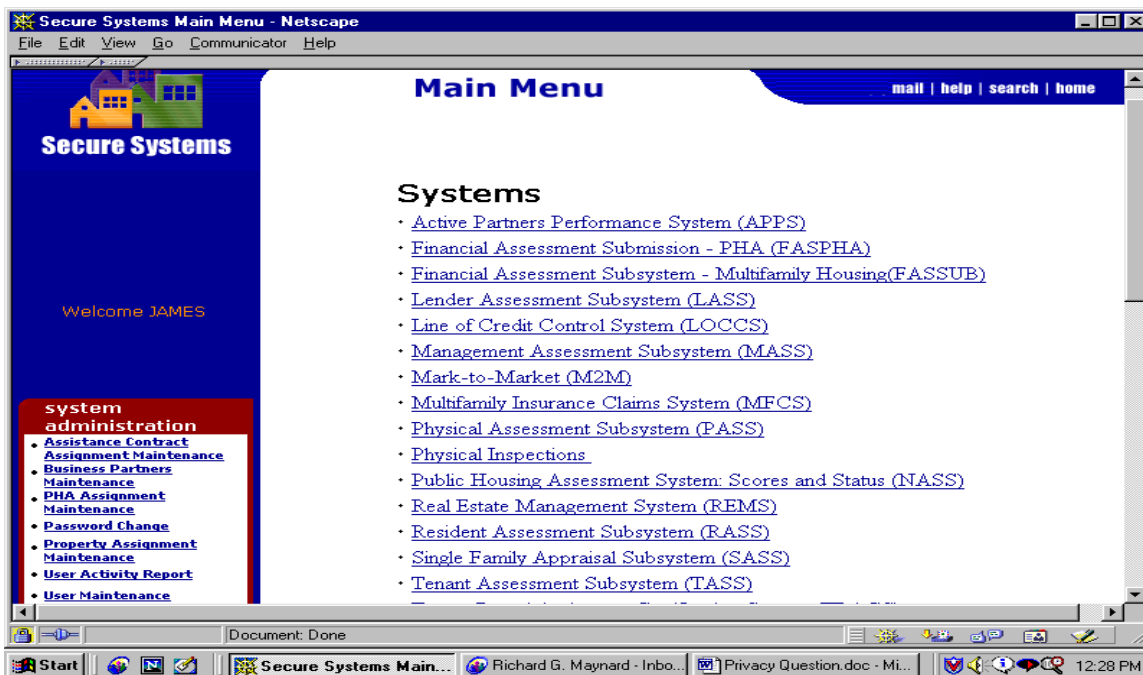


Figure 3-2 Main Menu

The Main Menu screen Figures 3-2 and 3-3 shows the systems and system administration functions on both the sidebar and on the center of the screen. Once you move to subsequent System Administration screens the sidebar information remains available for speedy access.

The Main Menu screen shown here shows the maximum number of System Administration Functions available to a Super Administrator who is supporting external users. It also shows the maximum number of systems available to a Coordinator or Regular USER who is an external user of HUD systems.

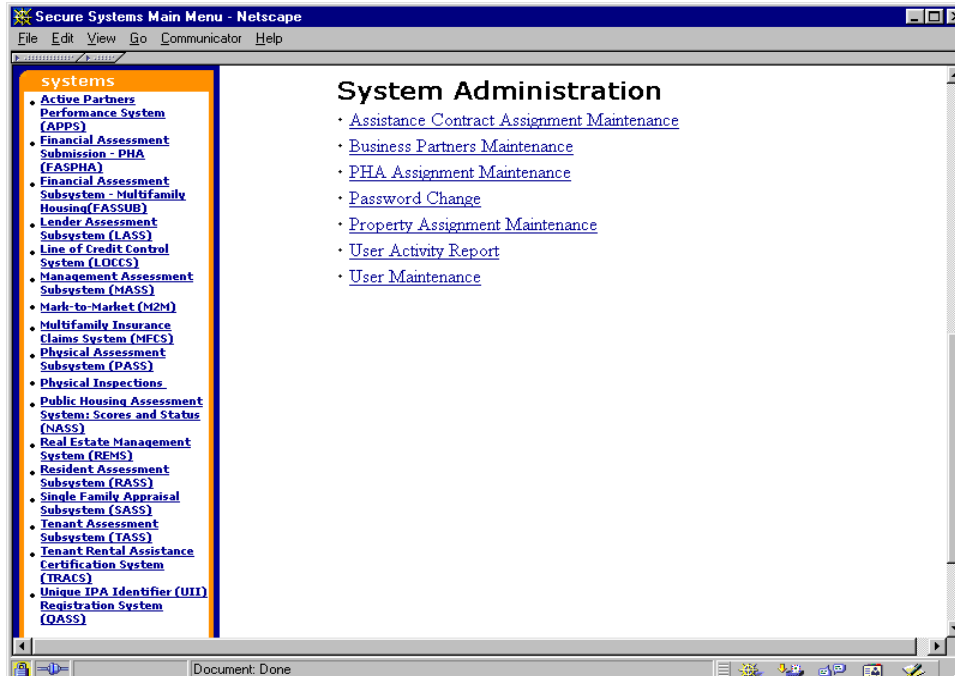


Figure 3-3 Main Menu (Continued)

Under the SYSTEMS section, Regular USERS see the systems that are assigned to them. Under the System Administration section, a Regular USER has the capability to “Change Password”. The other system administration functions shown above are functions that a Coordinator would see under the System Administration section of the Main Menu. Coordinators need the different system administration functions in order to provide users access to Business Partners, assign contracts, assign properties, assign PHAs, and assign groups, roles, and actions. Each of the system administration functions shown on the sidebar are linked to a series of other screens that present the Coordinator with the choices to complete the changes to a USER’s access privileges.

Below the System Administration functions are links to a list of systems. The list of systems displayed will vary from USER to USER depending upon roles and actions assigned to the USER. A current available list of systems for an External USER is about 15. A new system can be added at any time. There are also a few systems that are only available to internal users.

3.2.1 Assistance Contract Assignment Maintenance

Assignment of contracts is one of the Coordinator’s responsibilities. The success of this activity requires that the Coordinator know the User ID for the Regular User and at least one of the other pieces of information such as the property ID, contract number, and contract type. This information is available from the business partner. The Coordinator must assign roles to the Regular USER before starting this function.

3.2.2 Business Partner Maintenance

The Business Partner Maintenance function is used by a Coordinator to request, activate, deactivate or delete additional Business Partner Relationships. Success in this activity requires the Business Partner Type, Business Partner's TIN, PHA ID, or SSN and the User ID for the Coordinator.

3.2.3 PHA Assignment Maintenance

A Coordinator makes assignments to Public Housing Authorities on the Assign PHA screen. This screen is a different style in WASS 3.0.0.0. In a future release, it will have the same style as the other system administration screens. The successful use of this screen requires the User's ID and the accurate name or names of PHAs to be assigned.

3.2.4 Property Assignment Maintenance

The successful use of the Property Assignment Maintenance requires a User's ID and information about Property ID, FHA Number, Contract Number and Servicing Site.

3.2.5 User Maintenance

User maintenance is one of the most critical functions for Coordinators. Selection of the initial User Maintenance screen provides a popup list of functions available to the Coordinator. See Table 3-2 to see the functions. Select the function from the popup list. Each function on the list will provide an additional screen to make the necessary change.

Table 3-2 User Maintenance Functions

Name of Maintenance Action	Description
Assistance Contract Assignment Maintenance	Assign a Regular USER to a contract
Business Partners Maintenance	1. Assigns a Regular USER to a business partner 2. Adds or deletes a business partner relationship
Maintain User Information	Edit the descriptive information for a Regular USER
Maintain User Profile - Actions	Assigns or unassigns actions to a Regular USER. See Appendix B for complete list.
Maintain User Profile - Groups	Assigns or unassigns a Group to a Regular USER
Maintain User Roles	Assign roles or unassigns roles. See Appendix B for complete list.
Property Assignment Maintenance	Assigns or unassigns property to a Regular USER
User Information	Update User Information

3.3 Changing User ID and Password

Passwords need to be changed every 21 days. Should you forget, WASS will remind you when it is time to change your password. Choose a password that is easy to remember. Safeguard your password so that others will not be able to access the systems and enter erroneous data or obtain important information from the systems. Have prospective Regular USERS use the registration form to register for their own initial User ID. Do not let anyone use your User ID and password.

The registration form for Public Housing Authorities is shown in Figure 3-4. Similar forms are available for Multifamily Housing Entity and Independent Users. See Quick Reference, Section 0, for more information on registration.

Once you have access to the system, The Password Change screen is used to change your password every 21 days or less.

The screenshot shows a web interface for 'Secure Systems' with a 'User Login' section. The page has a blue header with navigation links: 'housing | mail | help | search | home'. The main content area is titled 'Change User Password H04974'. Below this is a form titled 'Please enter your old and new passwords'. The form contains the following fields:

Please enter your old and new passwords	
User ID	H04974
Old Password	<input type="password"/>
New Password	<input type="password"/>
Verify New Password	<input type="password"/>

Below the form are two buttons: 'Save' and 'Cancel'. At the bottom of the page, there is a footer with the text: 'Content updated April 19, 2002' and a 'Back to Top' link. The footer also includes the U.S. Department of Housing and Urban Development address and contact information.

Figure 3-4 Changing Password

3.4 Exit System

Closing your browser window will terminate your session. Closing all of your browser windows is your means to ensure that someone else does not use your system access privileges while you are away from your computer. Aside from others using your ID to submit reports or information or review information on one or more of the systems, the system can be exited by closing down your browser without penalty. Closing your browser window is a sure means to know that someone else is not using your access privileges.